

**WESTFORD PUBLIC SCHOOLS**  
**Westford, MA 01886**

**School Committee Meeting**

Date: Monday, November 21, 2011  
**Conference Room B - Millennium**  
7:30 PM

**PUBLIC INPUT PROCEDURE**

The Westford School Committee welcomes and encourages input from the public and staff. The procedures for the participation are:

Open Format: The first ten minutes of every meeting will be set aside to seek public and staff input.

Agenda Items: A speaker may address an agenda item at this time or request to be recognized, at the discretion of the Chair, at the time the item is discussed by the Committee.

Non-Agenda Items: A speaker may address non-agenda items only during the Open Forum portion of the meeting. The Committee WILL NOT take action on these items until at least the next regularly scheduled meeting except by unanimous vote of those members present.

Reports Section: Public input is welcome following the report's presentation and prior to the Committee's discussion. Reasonable time limits for discussion will be set.

**AGENDA**

**7:30 PM PUBLIC SESSION**

**1. Call to Order**

Pledge of Allegiance

**2. Public Forum**

**3. Recognitions**

**4. Informational Update**

- 7:35
1. School Committee Updates
  2. Superintendent's Update
  3. Student Representatives' Update

**5. New Business**

- |      |   |                     |
|------|---|---------------------|
| 7:45 | 1. Westford Academy School Improvement Plan | <i>J. Antonelli</i> |
| 8:00 | 2. Reading Intervention Analysis            | <i>M. Berenson</i>  |
| 8:30 | 3. MCAS Analysis                            | <i>C. Francis</i>   |

**Old Business**

- |      |   |                 |
|------|---|-----------------|
| 9:15 | 1. FY2013 Budget Discussion             | <i>B. Olsen</i> |
| 9:25 | 2. School Make-up Day Plan – Discussion | <i>B. Olsen</i> |

**Old Business, continued**

- |      |  |                     |
|------|--|---------------------|
| 9:35 | 3. Policies  | <i>Subcommittee</i> |
|      | • P1102 Communications – First Reading             |                     |
|      | • P1503 Public Concerns/Complaints – First Reading |                     |
|      | • P5404 Student Travel – Second Reading            |                     |

**7. Other**

- |      |   |
|------|---|
| 9:45 | 1. Approve Payables Warrant #1222 SE dated November 23, 2011. |
|      | 2. Approve Payroll Warrant #1222 SP dated November 23, 2011.  |

*School Committee Agenda*  
*November 21, 2011*

- 9:50        **8.    Approval of Minutes**
- 1.    Approve School Committee meeting minutes of October 11, 2011.
  - 2.    Approve School Committee meeting minutes of October 24, 2011.
  - 3.    Approve School Committee meeting minutes of November 7, 2011.
- 9:55        **9.    Personnel: Resignations, Per Policy, Appointments, And Related**
- 10:00       **10.   Adjournment**
- 11.   EXECUTIVE SESSION** for the purpose of discussing Negotiations